

## Community Arts Organization Professional Development Support

**FUNDING – Covers registration costs up to \$200.00**

### FUNDING OPPORTUNITY

The Community Arts Program provides funding to support museums and arts organizations' staff, board members, or key volunteers to attend relevant conferences/trainings (*community organizations that provide arts programming may also be eligible, call Tracy Hansford to confirm 801-236-7544*). These conferences/trainings provide opportunities to expand organizations' skill sets and network with other nonprofit organizations.

### GUIDELINES

- Preference will be given to first time applicants
- Applicant must be based in Utah
- An organization may receive funding for up to two staff, board members, or volunteers per fiscal year
- Applicants may receive only **one** of these awards every other fiscal year
- Payment will be given in the form of reimbursement once applicant has registered and provided proof of payment
- Recipients must plan on attending the entire conference/training
- This funding opportunity will be available until funds are expended on an annual basis
- Applicant's organization must have an established DUNS number \* (*or apply for one*)
- Applicants may not be funded if reporting for previous UDAM funding is not up-to-date
- Within **one month** of attending conference/training, applicant must provide feedback outlining why attendance was valuable (email to [thansford@utah.gov](mailto:thansford@utah.gov))

### ELIGIBILITY

Organizations' staff, board members, or key volunteers are eligible to apply if:

- Applicant has approval from organization's Board Chair or Supervisor
- Organization is in compliance with past UDAM funding requirements

### PROCESS

1. Fill out and submit application
2. If approved, applicant will receive notification as well as a "Letter of Understanding" that applicant will sign and return.
3. Once applicant has paid for the project, applicant will submit proof of payment (receipt).
4. UDAM will process reimbursement (up to \$200) once receipt has been submitted.
5. Payment will arrive via mail.

**\*Applicants are required to obtain a DUNS number.**

This application will be accepted if you have applied for a DUNS number but have not yet received it. For step-by-step instructions on applying follow the link:

[http://heritage.utah.gov/wp-content/uploads/DUNSInstructions\\_Oct\\_141.pdf](http://heritage.utah.gov/wp-content/uploads/DUNSInstructions_Oct_141.pdf)

**Questions?** Contact Tracy Hansford at 801-236-7544 or [thansford@utah.gov](mailto:thansford@utah.gov)